

The Constitution requires that every person in the United States be counted every 10 years to reapportion the House of Representatives equally among the states.

Census data are used for redistricting within states, for allocating federal funds, for tracking changes in the characteristics of the population, and for identifying target groups for participation in special programs.

The Bureau of the Census is the Federal Government agency responsible for taking the census. The census is taken every 10 years and is called a “decennial census.” It is always conducted in a year that begins a new decade such as 1980, 1990, and 2000.

The census is being conducted by authority of Title 13 of the United States Code—which is the census law. The law states that respondents must answer the questions on the census forms to the best of their knowledge. This law also prohibits people from willfully giving false answers or giving information intended to cause an inaccurate census.

The same law that requires respondents to answer our questions also guarantees that their answers will be kept confidential. Information about individuals or their families is seen only by sworn census employees and is not released for 72 years. The Census Bureau cannot share a respondent’s answers with any other individual or organization, including welfare agencies, the Immigration and Naturalization Services, the Internal Revenue Service, courts, police, or the military. No court of law, not even the President of the United States, can find out respondents’ answers.

## Goal of the Census

To include everyone in the Census.

## Uses of Census Data

### Federal Laws

The Federal Government is a major user of census statistics. Over 50 laws use census data in one form or another. The following are examples of the use of census statistics in federal law.

**Education**—The number of people, age 18 and older who have fewer than 5 years of schooling, determines the amount of money given to each state under the *Adult Education Act*.

The number of children, age 5 to 17 in poor families, determines the amount of money given to counties under the *Elementary and Secondary School Act*.

**Economic Development**—The number of people unemployed, or underemployed, determine if a community qualifies for assistance under the *Public Works and Economic Development Act*.

### State and Local Governments

State, local, and tribal governments also are major users of census data. For example, states, cities, counties, and tribes, use census statistics to:

- Plan health facilities
- Plan highways and housing
- Identify the number of children needing special services
- Plan job training services
- Plan facilities for child care or for the elderly

### Businesses

Businesses use census statistics for a variety of reasons, such as:

- To forecast future demands for products
- To determine sites for new businesses
- To determine if they are employing a representative work force



### Organizations

Churches, foundations, day care centers, nursing homes, neighborhood groups, and similar organizations use census data to plan their activities such as:

- Determining community needs
- Writing grants
- Determining how to allocate resources

### Data Analysts

Data analysts, such as researchers, use census statistics to:

- Determine how cities are growing and changing
- Determine the quality of life in America
- Study our society and how it is changing

**As you can see from the preceding examples, directly or indirectly, the census affects everyone in America.**

## Service-Based Enumeration (SBE)

### Goal

The goal of the Service-Based Enumeration is to include in Census 2000 people without conventional housing who may be missed in the traditional enumeration of housing units and group quarters. During the SBE operation, we enumerate people receiving services at shelters, soup kitchens, regularly scheduled mobile food vans, and targeted nonsheltered outdoor locations.

### Types of Service-Based Locations

**Emergency shelters**—Include shelters that operate on a first-come, first-serve basis where people must leave in the morning and have no guaranteed beds for the next night **OR** where people know that they have a bed for a specified period of time (even if they leave the building every day). Shelters also include facilities that provide temporary shelter during extremely cold weather (such as churches) and facilities that provide emergency shelter for runaway or neglected children or abused women.

**Transitional shelters**—Include shelters providing a maximum stay for clients of up to 2 years and offering support services to promote self-sufficiency and to help clients obtain permanent housing.

**Shelters for children who are runaways, neglected, or without housing**—Include shelters and group homes that provide temporary sleeping facilities for juveniles.

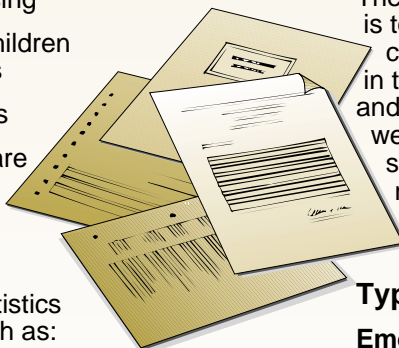
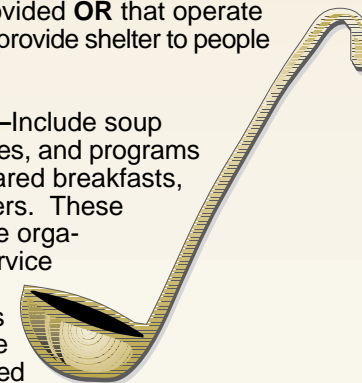
**Hotels, motels, or other facilities** for which vouchers are provided **OR** that operate under contract to provide shelter to people without housing.

**Soup kitchens**—Include soup kitchens, food lines, and programs distributing prepared breakfasts, lunches, or dinners. These programs may be organized as food service lines, bag or box lunches, or tables where people are seated, then served by program personnel. These programs may or may not have a place for clients to sit and eat the meal.

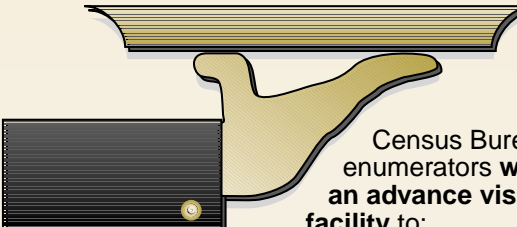
**Regularly scheduled mobile food vans**—Include mobile food vans that are regularly scheduled to visit designated street locations for the primary purpose of providing food to people without conventional housing.

### Targeted Nonsheltered Outdoor Locations

A geographically identifiable outdoor location open to the elements where there is evidence that people who do not usually receive services at soup kitchens, shelters, and mobile food vans might be living in March 2000 without paying to stay there. Sites must have a specific location description that will allow a census enumeration team to physically locate the site; for example, “the Brooklyn Bridge at the corner of Bristol Drive” or “the 700 block of Taylor Street behind the old warehouse.” Excludes pay-for-use campgrounds; drop-in centers; post offices; hospital emergency rooms; and commercial sites, including all-night theaters and all-night diners.



## Service-Based Enumeration Procedures



Census Bureau enumerators **will make an advance visit to the facility to:**

- Observe how the service is offered
- Work with the staff to plan the enumeration
- Enlist the help of service providers to promote and conduct the enumeration
- Ask service providers to refer clients and staff for possible census jobs

**Enumeration procedures**—On the day of the enumeration, enumerators will meet with the facility staff and designated contact person to review the enumeration procedures and to answer any questions.

**At shelters (emergency and transitional)**—At shelters, enumerators will record the names of clients, including children present at the time of the visit, and give each client an Individual Census Report (ICR). Enumeration will be conducted on March 27, 2000.

All clients, including children, should complete a questionnaire (ICR). Census staff will help those who need assistance.

Most clients will be asked only about nine questions, on the short form. One in six clients will receive a long-form questionnaire, which asks for more detailed information.

Census enumerators will leave blank questionnaires for clients who usually stay at the shelter, but who are away at the time of the enumeration.

The enumerator will obtain missing data from administrative records.

**At soup kitchens**—Enumerators will go to the meal serving the most people on March 28, 2000.

Teams of enumerators will interview clients at the soup kitchen and fill out an Individual Census Questionnaire (ICQ).

There are two methods of enumeration. In method one, called “segmenting the line,” the line of clients will be divided by the number of enumerators and each enumerator will talk to the clients in one “segment” of the line. Method two is interviewing the clients where they are congregated.

During the Advance Visit, we will work with the service providers to see which of our procedures works best.

A census questionnaire must be completed, including one for children. If the child cannot respond to the questions, the accompanying adult should answer for the child.

### At regularly scheduled mobile food vans—

Census workers will fill out the Individual Census Questionnaire (ICQ) at each mobile food van stop on March 28, 2000. Enumerators will complete the ICQ for each person using the service, including children.

### At targeted nonsheltered outdoor locations—

A team of enumerators will complete an Individual Census Report (ICR) for each person at these sites between 4:00 a.m. and 7:00 a.m., on March 29, 2000.

## How Service Providers Can Help

- Let your residents/clients know when we are coming.
- Tell clients/residents that the census is important to their community and it is important for them to be included in the census.
- Stress to clients that all information is confidential.
- Refer clients/staff for possible census jobs.
- Volunteer to become a special sworn census employee to help with the enumeration.
- Stress the importance of Census 2000 to your community.
- Provide maps for your facilities, if available.
- Promote the census by putting up posters and providing information to staff prior to enumeration.
- Ensure that the contact person on duty the day of the enumeration knows that census workers are coming.
- Provide a room where enumerators can assemble and review forms.

**All people who help conduct interviews, or who may be exposed to confidential census materials, must be sworn-in.**

**Sworn-in means, a person agrees that they will not share individual census data with anyone.**

# Service-Based Enumeration

